



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

JOB DETAILS

Job Title:	Speech and Language Therapist Adults with acquired communication and swallowing difficulties
Pay Band:	5
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Primary and Community Care
Department:	Adult Speech and Language Therapy
Base:	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Senior Specialist SLT
Professionally Accountable to:	Head Adult Speech Language Therapy

VALUES & BEHAVIOUR



Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.

JOB SUMMARY / PURPOSE:

The post holder will work as a Speech Language Therapist (SLT) with adults under the direction of a Senior Specialist SLT. They will provide effective and evidence-based speech and language therapy for clients on own caseload within the appropriate level of expertise.

DUTIES & RESPONSIBILITIES

Clinical

Independently assess, diagnose, implement treatment and discharge adults with communication and swallowing disorders.

Make differential diagnoses and clinical decisions on the basis of evidence from assessment seeking advice as appropriate.

To provide appropriate intervention and evaluate outcomes.

Work as a team member of adult SLT team providing assessment, treatment, training and guidance for carers, support workers and other professionals.

To assist in the assessment and recommendations relating to Augmentative Communication systems for clients.

To identify clients with dysphagia/eating and drinking difficulties and provide intervention and management in line with competencies and to refer to appropriate agencies for additional health care assessments and medical investigation as appropriate interfacing with staff in primary/secondary health, other organisations to ensure that the individual can access the appropriate services.

To provide appropriate intervention.

To work within own level of competence and seek and accept clinical support and advice from senior clinicians.

Request second opinions and undertake joint assessments/treatment sessions for complex cases.

Prepare reports on assessments/intervention and outcomes for colleagues and other professionals.

To develop clear programmes based on best practice.

To develop auditory and perceptual skills in the assessment, diagnosis and treatment of clients.

To develop skills in motivating clients and/or carers to engage in the therapeutic process.

To adapt practice and resources to meet individual client's circumstances and ensure they are linguistically and culturally appropriate.

To maintain close liaison with clients and carers, providing information, explanation, advice, support and ensure their understanding, collaboration and participation at each stage of therapy.

To refer clients to other professionals and agencies as required.

To maintain sensitivity at all times to the emotional needs of clients/carers, imparting potentially distressing information regarding the nature and implications of the communication and/or swallowing disorder.

To develop the ability to manage adults with behaviours that challenge.

Caseload Management

To manage a delegated caseload.

To monitor and evaluate own service delivery to the agreed caseload under the supervision of senior clinician.

Keep concise, accurate and contemporaneous clinical records in line with PTHB and Royal College of Speech Language Therapists (RCSLT).

To share information with others, observing Data Protection guidelines.

To contribute to clinical teams both multidisciplinary and uni-disciplinary by discussing own and others input around clients' needs ensuring a well-coordinated plan.

Liaise with SLT colleagues in neighbouring Health Boards to ensure smooth transfer of patient information in and out of PTHB.

To refer on to specialist assessment centres as appropriate.

Service Duties

Attend and take part in clinical and service meetings.

To gather activity data accurately and in timely manner.

To manage time appropriate to ensure a balance between patient contacts and administrative/preparation needed to deliver effective therapy.

To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions.

To assume delegated tasks as requested by supervisor or Head Adult SLT.

Research and Development

To participate in research and audit projects as required.

To assist in the improvement of service delivery through the implementation of agreed best practice via departmental evaluation and monitoring activities, audits, surveys etc.

Supervision

To attend regular supervision with Clinical Supervisor.

To supervise work delegated to SLT/Rehab Assistants.

Training

To participate in the delivery of core training to clients/carers, other professionals, assistants etc.

To explain the role of SLT to visitors, students, volunteers and others as required.

Continuing Professional Development

To accept advice and support from Senior Clinician on a regular basis.

To attend relevant training and development as agreed with Clinical Supervisor in order to maintain and develop skills and knowledge.

To keep up to date with new developments and techniques to ensure good practice.

To demonstrate the ability to reflect on practice with peers/supervisor.

Professional Standards

To be accountable for own professional actions and recognise professional boundaries, seeking advice as appropriate.

Adhere to RCSLT, HCPC, local and national standards/guidelines in relation to professional practice within postholder's competence.

Clinical Governance

To participate in clinical governance projects as delegated.

To identify risk factors and be responsible for risk management within own caseload under guidance of supervisor.

To work within infection control and health and safety guidelines related to client contact as they arise i.e. swallowing issues.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Degree in Speech Language Therapy or equivalent Registered with Health and Care Professions Council	Membership of Royal College of Speech Language Therapists	Application Form & pre-employment checks
Experience	Work experience/student placements within health / social care settings		Interview / Application Form / References
Aptitude & Abilities	Accurate keyboard skills/IT literate Presentation skills Excellent communication skills – written and verbal	Ability to speak Welsh	Interview
Values	Ability to express empathy with clients and carers Ability to form productive relationships with colleagues Ability to meet and effectively communicate with clients/carers Can demonstrate PTHB Values		Interview / Application Form / References
Other	Ability to travel within geographical area in a timely manner Ability to work hours flexibly		Application Form Interview

GENERAL REQUIREMENTS

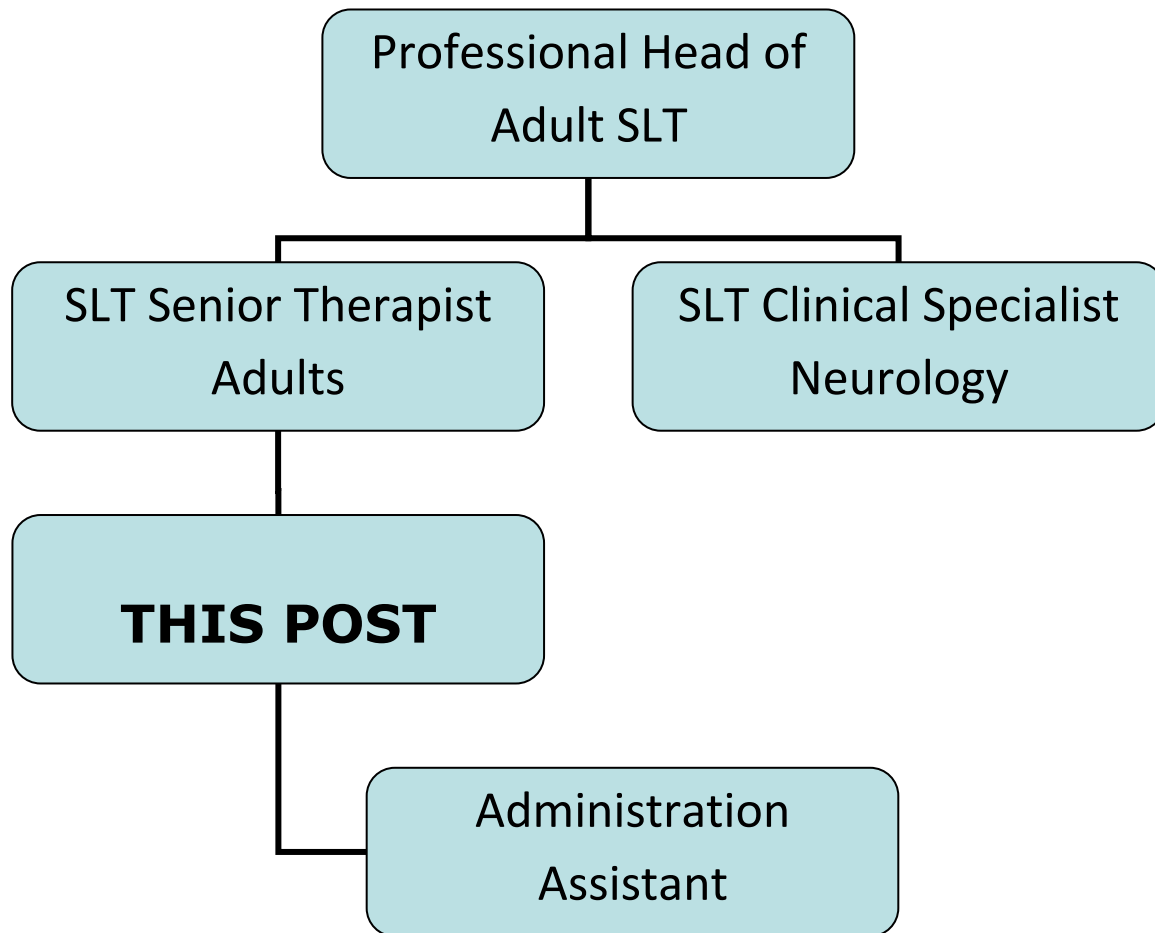
Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.

- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Therapydd Lleferydd ac Iaith Oedolion ag anawsterau cyfathrebu a llyncu sydd wedi datblygu
Band cyflog:	5
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Gofal Sylfaenol a Chymunedol
Adran:	Therapi Lleferydd ac Iaith Oedolion
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Uwch Therapydd Lleferydd ac Iaith Arbenigol
Yn Broffesiynol Atebol i:	Pennaeth Therapi Iaith a Lleferydd Oedolion
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydwethio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.	

CRYNODEB O'R SWYDD / EI NOD :

Bydd deiliad y swydd yn gweithio fel Therapydd Lleferydd ac Iaith gydag oedolion, dan gyfarwyddyd Uwch Therapydd Lleferydd ac Iaith Arbenigol. Bydd yn darparu therapi lleferydd ac iaith effeithiol a seiliedig ar dystiolaeth i gleientiaid yn ei (l)lwyth achosion ei hun, o fewn y lefel briodol o arbenigedd.

DYLETSWYDDAU A CHYFRIFOLDEBAU :**Clinigol**

Bod yn annibynnol wrth asesu, gwneud diagnosis, rhoi triniaeth ar waith a rhyddhau oedolion ag anawsterau cyfathrebu a llyncu.

Gwneud diagnoses gwahaniaethol a phenderfyniadau clinigol ar sail tystiolaeth o asesiadau, gan geisio cyngor fel bo'n briodol.

Darparu ymyrraeth briodol a gwerthuso deilliannau.

Gweithio fel aelod o'r tîm Therapi Lleferydd ac Iaith Oedolion, gan ddarparu asesiad, triniaeth, hyfforddiant a chanllawiau ar gyfer gofalwyr, gweithwyr cymorth a gweithwyr proffesiynol eraill.

Cynorthwyo ag asesu a gwneud argymhellion ynglŷn â systemau Cyfathrebu Cynyddol ar gyfer cleientiaid.

Nodi cleientiaid â dysffagia/ anawsterau bwyta ac yfed a darparu ymyrraeth, a rheoli hyn yn unol â'ch cymhwyseddau ac atgyfeirio i asiantaethau priodol ar gyfer asesiadau gofal iechyd ychwanegol ac ymchwiliadau meddygol fel bo'n briodol, gan ryngwynebu'n briodol â staff mewn iechyd sylfaenol/ eilaidd, sefydliadau eraill i sicrhau bod y gwasanaethau priodol ar gael i'r unigolyn.

Darparu ymyrraeth briodol.

Gweithio o fewn lefel eich cymhwysedd eich hun a cheisio a derbyn cymorth a chynghor clinigol oddi wrth uwch glinigwyr.

Gofyn am ail farn ac ymgymryd ag asesiadau/ sesiynau triniaeth ar y cyd ar gyfer achosion cymhleth.

Paratoi adroddiadau ar asesiadau/ ymyrraethau a deilliannau ar gyfer cydweithwyr a gweithwyr proffesiynol eraill.

Datblygu rhaglenni clir ar sail arfer gorau.

Datblygu sgiliau clywedol a chanfyddiadol wrth asesu, gwneud diagnosis a thrin cleientiaid.

Datblygu sgiliau mewn ysgogi cleientiaid a/ neu ofalwyr i ymgysylltu â'r broses therapiwtig.

Addasu arfer ac adnoddau i ddiwallu amgylchiadau cleientiaid unigol a sicrhau eu bod yn briodol o ran iaith a diwylliant.

Cadw cyswllt agos â chleientiaid a gofalwyr, gan ddarparu gwybodaeth, esboniad, cyngor a chymorth a sicrhau eu bod yn deall, yn cydweithredu ac yn cymryd rhan ym mhob cam o'r therapi.

Atgyfeirio cleientiaid at weithwyr proffesiynol ac asiantaethau eraill yn ôl y galw.

Bod yn sensitif bob amser i anghenion emosiynol cleientiaid/ gofalwyr, gan gyfleu gwybodaeth a allai fod yn ofidus ynglŷn â natur a goblygiadau'r anhwylder cyfathrebu a/ neu lyncu.

Datblygu'r gallu i reoli oedolion ag ymddygiad heriol.

Rheoli Llwyth Achosion

Rheoli llwyth achosion sydd wedi'i ddirprwyo.

Monitro a gwerthuso'ch ffordd eich hun o ddarparu gwasanaeth yn unol â'r llwyth achosion cytunedig, dan oruchwyliaeth uwch glinigydd.

Cadw cofnodion clinigol cryno, manwl gywir a chyfoes, yn unol â chanllawiau BIAP a Choleg Brenhinol y Therapyddion Lleferydd ac Iaith (RCSLT).

Rhannu gwybodaeth ag eraill, gan lynu at ganllawiau Diogelu Data.

Cyfrannu at dimau clinigol, yn rhai amlddisgyblaeth ac yn rhai un disgyblaeth, trwy drafod eich mewnbwn eich hun a mewnbwn pobl eraill ynglŷn ag anghenion cleientiaid, gan sicrhau cynllun sydd wedi'i gydlynu'n dda.

Cysylltu â chydweithwyr Therapi Lleferydd ac Iaith eraill mewn Byrddau Iechyd cyfagos i sicrhau bod gwybodaeth cleifion yn cael ei throsglwyddo'n llyfn i mewn i BIAP ac allan ohono.

Atgyfeirio i ganolfannau asesu arbenigol, fel bo'n briodol.

Dyletswyddau Gwasanaeth

Mynychu cyfarfodydd clinigol a chyfarfodydd gwasanaeth, a chymryd rhan ynddyn nhw.

Casglu data am weithgarwch yn fanwl gywir ac yn brydlon.

Rheoli amser yn briodol i sicrhau cydbwysedd rhwng cysylltiadau â chleifion a gwaith gweinyddu/ paratoi sydd ei angen i gyflenwi therapi effeithiol.

Bod yn hyblyg i ddiwallu galwadau'r amgylchedd, gan gynnwys patrymau gweithio anrhagweladwy, dyddiadau cau ac ymyriadau aml.

Gwneud tasgau sy'n cael eu dirprwyo, yn unol â chais y goruchwyliwr neu'r Pennaeth Therapi Lleferydd ac Iaith Oedolion.

Ymchwil a Datblygu

Cymryd rhan mewn prosiectau ymchwil ac archwilio, yn ôl y galw.

Cynorthwyo â gwella'r ffordd o ddarparu gwasanaeth trwy weithredu arfer gorau cytunedig trwy weithgareddau gwerthuso a monitro'r adran, archwiliadau, arolygon ac ati.

Goruchwyllo

Mynychu goruchwyliaeth reolaidd â Goruchwyliwr Clinigol.

Goruchwyllo gwaith sydd wedi'i ddirprwyo i Gynorthwywyr Therapi Lleferydd ac Iaith/ Cynorthwywyr Adsefydlu.

Hyfforddiant

Cymryd rhan mewn cyflenwi hyfforddiant craidd i gleientiaid/ gofalwyr, gweithwyr proffesiynol eraill, cynorthwywyr ac ati.

Esbonio rôl y Therapydd Lleferydd ac Iaith i ymwelwyr, myfyrwyr, gwirfoddolwyr ac eraill, yn ôl y galw.

Datblygiad Proffesiynol Parhaus

Derbyn cyngor a chefnogaeth oddi wrth Uwch Glinigydd yn rheolaidd.

Mynychu hyfforddiant a datblygiad perthnasol yn unol â'r hyn y cytunir arno â Goruchwyliwr Clinigol, er mwyn cynnal a datblygu sgiliau a gwybodaeth.

Sicrhau'r wybodaeth ddiweddaraf am ddatblygiadau a thechnegau newydd i sicrhau arfer da.

Dangos y gallu i fyfyrwyr ynglŷn ag arfer gyda chymheiriaid/ goruchwyliwr.

Safonau Proffesiynol

Bod yn atebol am eich gweithrediadau proffesiynol eich hun a chydabod ffiniau proffesiynol, gan geisio cyngor fel bo'n briodol.

Glynu at safonau/ canllawiau lleol a chenedlaethol, RCSLT a HCPC o ran arfer proffesiynol o fewn cymhwysedd deiliad y swydd.

Llywodraethu Clinigol

Cymryd rhan mewn prosiectau llywodraethu clinigol a ddirprwyir.

Nodi ffactorau risg a bod yn gyfrifol am reoli risg o fewn eich llwyth achosion eich hun, dan gyfarwyddyd goruchwyliwr.

Gweithio'n unol â chanllawiau rheoli haint ac iechyd a diogelwch sy'n ymwneud â chyswllt â chleientiaid wrth iddyn nhw godi e.e. problemau â llyncu.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Gradd mewn Therapi Lleferydd ac Iaith neu gyfwerth Wedi cofrestru â'r Cyngor Proffesiynol Iechyd a Gofal [HCPC]	Aelodaeth o Goleg Brenhinol y Therapyddion Lleferydd ac Iaith	Ffurflen Gais Gwiriadau cyn cyflogi
Profiad	Profiad gwaith/ lleoliad myfyriwr mewn amgylcheddau iechyd/ gofal cymdeithasol		Cyfweliad/ Ffurflen Gais/ Geirdaon
Doniau a Galluoedd	Sgiliau bysellfwrdd manwl gywir / hyddysg mewn TG Sgiliau cyflwyno Sgiliau cyfathrebu rhagorol – yn rhai ysgrifenedig a llafar	Gallu siarad Cymraeg	Cyfweliad
Gwerthoedd	Gallu mynegi empathi â chleientiaid a gofalwyr Gallu meithrin perthnasoedd cynhyrchiol â chydweithwyr Gallu cyfarfod â chleientiaid/ gofalwyr a chyfathrebu'n effeithiol â nhw Gallu dangos gwerthoedd BIAP		Ffurflen Gais Cyfweliad Geirdaon
Arall	Gallu teithio o fewn yr ardal ddaearyddol mewn modd amserol Gallu gweithio oriau hyblyg		Ffurflen Gais Cyfweliad

GOFYNION CYFFREDINOL

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogaion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddifiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogaion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Aadrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogaion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â chleifion / defnyddwyr gwasanaeth / oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r hollgleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

Siart Sefydliadol:

